

**UNITED STATES DEPARTMENT OF AGRICULTURE**

Farm Service Agency  
Washington, DC 20250

**Notice TB-1087**

**For:** Tobacco State and County Offices

**Tobacco Payment Program (TOPP) Eligibility Override Process**

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**Approved by:** Acting Deputy Administrator, Farm Programs



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**1 Failure to File Prior Year Acreage Report**

**A Background**

Notice TB-1080 states that all TOPP applicants must meet certain eligibility requirements to receive payments. There is a risk that the time needed to have all eligibility flags properly set may put some applicants at risk of not being paid before the June 1, 2003, statutory deadline established for making payments.

**B Purpose**

This notice provides instructions for overriding eligibility codes so that TOPP payments may be made before June 1, 2003.

<b>Disposal Date</b>	<b>Distribution</b>
December 1, 2003	Burley Tobacco State Offices; State Offices relay to applicable County Offices

## 2 Basic Provisions

### A County Office Eligibility Override Policy and Procedures

In the case of multi-county producers when other county eligibility flags have not been updated, County Offices shall:

- telephone other counties and ask that:
  - the counties print the applicable screens showing updated eligibility flags for the applicant
  - FAX copies of the screen prints
- attach FAXed screen prints to the applicant's CCC-952
- call the State Office Tobacco Specialist for an authorization code

**Note:** The authorization code will be good for only that day.

- approve CCC-952 for payment
- override eligibility code through Option 10, on Menu MNH000.

### B State Office Eligibility Override Policy and Procedures

Each State Office shall establish a verification process before authorizing any county's request for override approval.

**Note:** The verification process may simply be obtaining copies of the screen prints sent to a county by other counties showing that an applicant's eligibility flags have been updated.

Authorization may not be granted to override the following eligibility codes:

- 01
- 98
- 99.

## Notice TB-1087

### 3 County Office Action

#### A Accessing Tobacco Payment Program Menu MNH000

Access TOPP Menu MNH000 according to Notice TB-1086, subparagraph 3 A.

The following is an example of Menu MNH000.

COMMAND	MENU: MNH000	J1
TOBACCO PAYMENT PROGRAM - TOPP MENU		
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1. Display Farm and Tract Data		
2. Print Multiple Farm and Tract Data		
3. CCC-952 Application Processing		
4. Preliminary Payment Calculation/Payment Register		
5. Issuing Payments		
* 6.	Reserved	
7. Recording Overpayment/Underpayments		
* 8.	Reserved	
9. Add Other Producers		
10. Override Eligibility Code		
21. Return to Application Selection Menu		
22. Return to Office Selection Menu		
23. Return to Primary Selection Menu		
24. Sign Off		
Cmd3-Previous		* Option Currently Not Available
Ready for option number or command		

### 3 County Office Action (Continued)

#### B Overriding Eligibility Codes

Override eligibility codes according to the following.

Step	Action	Result
1	On Menu MNH000: <ul style="list-style-type: none"> <li>• ENTER "10"</li> <li>• PRESS "Enter".</li> </ul>	Screen MHN90001 will be displayed.
2	On Screen MNH90001: <ul style="list-style-type: none"> <li>• enter a farm number</li> <li>• select "Field Exit"</li> <li>• enter the number that represents the kind of tobacco selected</li> <li>• PRESS "Enter".</li> </ul>	Screen MNH90002 will be displayed.
3	On Screen MNH90002: <ul style="list-style-type: none"> <li>• enter the last name of person overriding eligibility code</li> <li>• select "Field Exit"</li> <li>• change eligibility in the "Override Eligibility" column for the selected applicant, ENTER "Y", and PRESS "Field Exit"</li> <li>• enter the "Authorization Code" supplied by the State Office</li> <li>• <b>print this screen and attach to CCC-952</b></li> <li>• PRESS "Enter".</li> </ul>	Screen MNH90001 will be redisplayed with the following message highlighted at the bottom of the screen, "Farm has been updated; enter another farm and tobacco kind".

### 4 State Office Action

#### A Action

State Offices shall ensure that County Offices follow the provisions of this notice. **No later than June 6, 2003**, FAX a memorandum to Director, Tobacco Division at 202-720-9832, which includes each County Office's total number of override authorities granted by eligibility code.